



Executive Assistant / Office Coordinator Job Announcement

The Willamette Health Council is in search of an experienced Executive Assistant/Office Coordinator to join its team.

Join our team in working closely with passionate and talented stakeholders and community members to coordinate all activities and responsibilities on behalf of the Willamette Health Council (WHC). The person in this position will support the WHC Executive Director and WHC Program Managers.

The WHC is seeking the consummate professional with a strong commitment to the job who possesses the ability to self-motivate, work independently with excellent organizational skills to track, and manage multiple tasks and deadlines with careful attention to detail.

Who are we?

The WHC is the governing body for the PacificSource Community Solutions Coordinated Care Organization (CCO) in Marion and Polk Counties. We work alongside Oregon Health Plan (OHP) members to optimize the health and well-being of our community.

How do we work?

The WHC brings together medical professionals, community-based organizations, and OHP members to develop policies and fund initiatives aimed at improving services in Marion and Polk Counties.

The WHC's mission is to improve the well-being of residents in our region by governing our local CCO, engaging our communities, and fostering collaborative relationships.

The WHC is seeking an individual who will share the passion for the WHC mission, vision, and values and commitment to serving and supporting OHP members.

General statement of responsibilities, including, but not limited to:

- Supports the WHC Executive Director (ED) and Program Managers in strategic planning and activities to advance the WHC and its goals
- Responsible for scheduling and maintaining ED's calendar on a daily basis
- Works closely with ED to execute organization projects, goals, and requirements
- Assists WHC Program Managers with scheduling, tasks, and special projects
- Supports the WHC Board of Directors and WHC Finance Committee and adhoc committees & meetings
- Transcribes and distributes minutes and prepares advance meeting materials
- Assists WHC ED and Program Managers with WHC website updates, social media, and communications
- Maintains and updates listservs/committee rosters
- Acts as liaison for all office maintenance and upkeep, including primary liaison with property owner
- Primary liaison with Information Technology (I.T.) consultant
- Purchases and maintains office and kitchen supplies
- Provides meeting set up and support
- Maintains office equipment and arranges for maintenance
- Responsible for accounts payable and tracking expenses; liaison with bookkeeper
- Answers incoming calls; responds to and directs calls
- Checks and distributes mail; prepares mailing(s)
- Liaison with Human Resources/Payroll Partner
- Assists with new staff onboarding and orientation
- Provides logistical support for meetings and events, including scheduling, preparing materials and other tasks as requested

Position Requirements

Experience and Training

- High school diploma or GED
- Two (2) years of professional, executive level administrative experience in healthcare, healthcare administration, or human services; OR any satisfactory equivalent combination of education, training and/or experience relevant to the position

Special Requirements

- Possesses and maintains a current Oregon driver's license and an acceptable driving record, and is able and willing to drive for WHC business
- The finalist for this position may be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Full time work schedule: Monday through Friday, 8:00 am - 5:00 pm
- May be required to flex time to work early mornings, evenings or weekends to accommodate business needs.
- The WHC team currently observes a hybrid work model (i.e., combination of in office work and work-from-home).

Knowledge, Skills, and Abilities

The ideal candidate must possess and demonstrate:

- *Experience and understanding of healthcare system in the Marion/Polk region preferred.*
- Considerable knowledge of administrative procedures, office coordination, computer equipment and programs with demonstrated skill in their use
- Proficient in Microsoft Office suite (Outlook, Word, Excel, PowerPoint) and virtual meeting software (i.e., Zoom)
- Experience with executive level support and ability to effectively coordinate and communicate with executive level leadership
- Maintain effective working relationships with coworkers, executive level partners, stakeholders, and public
- Demonstrates initiative and is self-motivated to complete work; manages workload and meets deadlines
- Ability to problem-solve and applies initiative
- Experience working with a diverse group of stakeholders and community partners to create a common vision
- Excellent written and verbal communication skills
- Demonstrate ability to set priorities and work efficiently and effectively; capable of adjusting to changing conditions

Physical Requirements

Operates a motor vehicle; sees using depth perception; sits; stands; moves about the work area and community. May involve climbing up to 3 flights of stairs; bends forward; operates a laptop, keyboard, audio/visual equipment, telephone/mobile phone; speaks clearly and audibly; reads a 12-pt. font; hears a normal level of speech; lifts and carries items up to 30 lbs.; pushes, pulls and moves carts up to 40 lbs.; works in areas that may be exposed to dust.

Equal Opportunity Employer

The WHC is an equal opportunity employer committed to a diverse and inclusive workforce. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status.

Benefits

- Starting salary \$50,000+ depending on experience and skills
- Comprehensive benefit package

To Apply:

Submit a cover letter with chronological resume to: info@willamettehealthcouncil.org

To learn more about our organization, please visit: <http://willamettehealthcouncil.org/>